

Phone: 703-248-5023 (TTY 711) Email: commissioner@fallschurchva.gov Fax: 703-248-5212		City of Falls Church Motor Vehicle Registration Form		Thomas Clinton, Commissioner of the Revenue 300 Park Ave., Suite 104E Falls Church, VA 22046 www.fallschurchva.gov	
NOTE: Every question is required for processing. Place an N/A if the question does not apply to you. Submit this completed form with a legible—preferably enlarged—copy of the DMV vehicle registration card.					
Vehicle Owner or Lessee Name (As it appears on the DMV registration card)					
LAST:		FIRST:		MIDDLE:	
Vehicle Owner or Lessee Social Security #		Vehicle Owner or Lessee Daytime Phone		Vehicle Owner or Lessee Email	
Vehicle Owner or Lessee Address (If PO Box, use address of where vehicle is garaged/parked)					
STREET:		APT:		ZIP:	
Vehicle Co-Owner or Co-Lessee Name (If jointly owned; as it appears on the DMV registration card)					
LAST:		FIRST:		MIDDLE:	
Vehicle Co-Owner or Co-Lessee Social Security #		Vehicle Co-Owner or Co-Lessee Daytime Phone		Vehicle Co-Owner or Co-Lessee Email	
LEASING INFORMATION Complete this section only if the vehicle is leased.					
Leasing Company Name			Leasing Company Telephone Number		
Leasing Company Mailing Address					
STREET:		CITY:		ZIP:	
Leasing Company Daytime Phone			Leasing Company Email		
VEHICLE INFORMATION					
Vehicle Year		Vehicle Make (e.g. Ford, Toyota)		Vehicle Model (e.g. Explorer XLS, Camry LE)	
Date Vehicle Moved to City of Falls Church				State or VA Jurisdiction Prior to City of Falls Church (write N/A if vehicle is new to owner/lessee)	
MONTH:		DAY:		YEAR:	
Should all of owner's vehicles be listed as garaged/parked in City of Falls Church? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, list each vehicle's year/make/model and garage/parking VA jurisdiction Vehicle 1: _____ Vehicle 2: _____ Jurisdiction: _____ Jurisdiction: _____				Primary Vehicle Usage This status determines if the vehicle qualifies for Personal Property Tax Relief. Motor homes, trailers, and vehicles over 7,501 lbs do NOT qualify for tax relief. A vehicle can be claimed as primary business use if more than 50% of the mileage or depreciation is taken as a business expense. You must declare either Personal or Business usage. <input type="checkbox"/> Personal <input type="checkbox"/> Business	
Does the vehicle have a current paid decal from another VA jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, name VA jurisdiction:					
VEHICLE SALE, TRADE, DONATION, TOTAL, DISPOSAL INFORMATION					
Have you recently SOLD, TRADED-IN, DONATED, TOTALED or DISPOSED of a vehicle registered in the City of Falls Church?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
			You must notify the DMV and the COR office if you plan to sell or donate your car so that the vehicle can be moved out and no longer taxed. Provide details below on your former vehicle, we can update both our COR records & the DMV's records and denote a Disposition Date, effectively changing the vehicle from Active to Inactive.		
Vehicle Year	PPD ID#	Vehicle Make (e.g. Ford, Toyota)		Vehicle Model (e.g. Explorer XLS, Camry LE)	Disposal Date
Does the vehicle have a current paid decal from another VA jurisdiction? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, name VA jurisdiction:					
SIGNATURE By signing below I declare that the statements and figures herein given are true, full, and correct to the best of my knowledge.					
Vehicle Owner or Lessee Signature				Date	
Vehicle Co-Owner or Co-Lessee Signature				Date	
The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703-248-5023 (TTY).					
OFFICE USE ONLY					
CustID:		PPID:		Staff Initials:	
DMV solds/actives printed? Yes No		Paid decal from juris.:		Decal Bill? Yes No	
Temp decal given? Yes No		Fax reg. letter sent? Yes No		Date reg. letter sent:	
Garage jurisdiction:		Changed to:			